Metro Authority Data Base
Instructions for Municipalities

Background

The Metro Authority Data Base allows registered municipalities to view current and historical information relative to their payments, reported footages and contact information. Registered municipalities may also edit their contact information, file their annual report, and export data to Microsoft Excel spreadsheets.

Logging in

- Enter user name and password at sign in screen

- o If you do not have a user name and password, please contact the Metro Authority at 517/241-3064, or e-mail at metroinfo@michigan.gov
  - o In order to be a valid user, your name must appear as a contact for correspondence, annual report, and/or payments.

- The main screen will appear with the current and historical information on your municipality, and will appear similar to the example below:

(Example)

Sign In | Sign Out

🔍 MUNICIPALITY

Name	Mayberry
Full Name	City of Mayberry
Federal ID	386000001
Mail Code	1
Population	10,764
Municipality Type	City
County	Kent

MUNICIPALITY CONTACTS

Edit | Export | « ‹ Page 1 of 1 › » Page Size 10 Go Total Items: 3

	Contact Type	First Name	Last Name
☐	Correspondence	Andrew	Taylor
☐	Annual Reportee	Barney	Fife
☐	Payment	Beatrice	Taylor

MUNICIPALITY HISTORY

Annual Report | Export | « ‹ Page 1 of 1 › » Page Size 10 Go Total Items: 6

	Year	Payment	Document #	Footages
☐	2003	$6,926.31	W3025410	13,500
☐	2004	$29,932.40	W4026908	672,826
☐	2005	$33,006.75	W5352822	631,290
☐	2006	$30,417.73	W6238930	328,608
☐	2007	$30,289.05	W7238193	330,753
☐	2008	$30,670.53	W8233383	334,811

MUNICIPALITY FOOTAGES

Export | « ‹ Page 1 of 1 › » Page Size 10 Go Total Items: 4
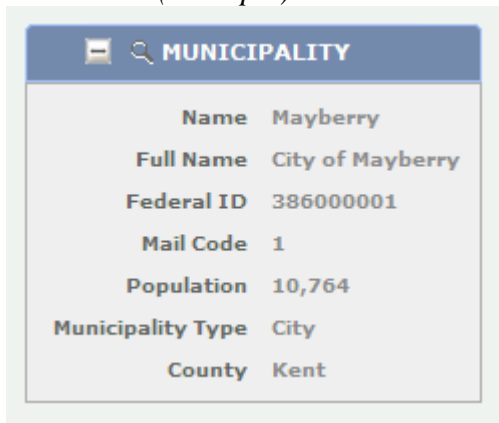
Provider	Footages
AT&T Michigan	221,640
WilTel Communications, LLC	13,500
McLeodUSA Telecommunications Services, Inc	3,364
Comcast Cable Communications	96,307
Page Total:	334,811
Municipality Total:	334,811

As a registered user you have the capability of editing your contact information (name, address, title, address, e-mail, phone and fax numbers) and to file your annual report, due by April 30 of each year (annual reports are required for all municipalities with populations over 10,000). You also have the capability of exporting information from the contact table, the history table and the footages table to Microsoft Excel spreadsheets.

Municipality Table

This is a "read only" table, which consists of your municipality's name, Federal ID, mail code, population as of the last census, municipality type (city, village or township) and county.

(Example)

The Federal ID and mail code are required by the State of Michigan accounting system in order to process annual maintenance fee payments. The Federal ID is required to ensure that payment is made out to the proper entity. The mail code corresponds with your remittance address. If you are not receiving payments at the proper address, you can change your payment contact address (see Municipality Contacts Table below).

The municipalities' populations are reported as of the last US Census figure. All municipalities with populations over 10,000 are required to file an annual report on the disposition of the funds they received from the Metro Authority in the preceding year. Please contact the Metro Authority at 517/335-3327 if your census figure is incorrect.
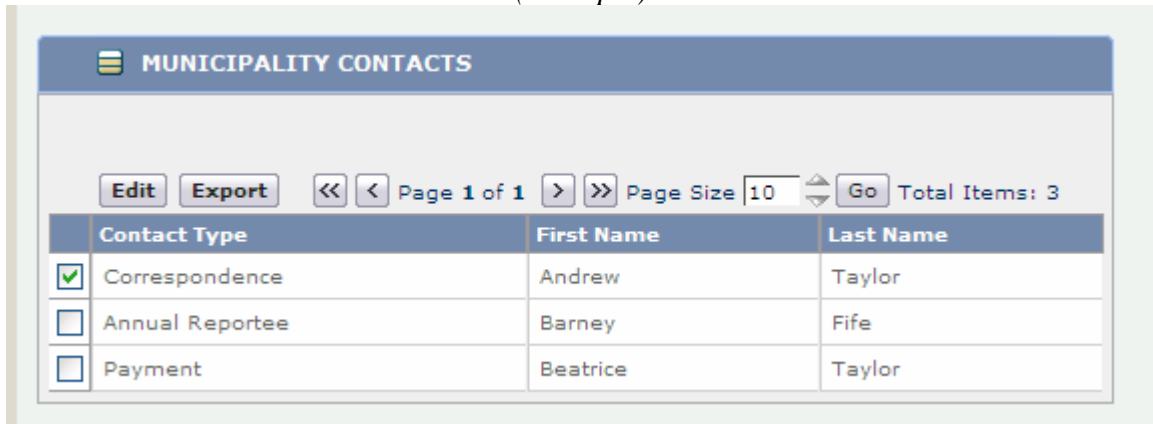
Municipality Contacts Table

The Municipality Contact table contains the current information the METRO Authority has on file to contact 1) the individual at your municipality to send general correspondence concerning Metro issues (usually the municipality's clerk, supervisor, president, or mayor); 2) the individual at your municipality who is responsible for filing your annual report (municipalities with populations over 10,000 only); and 3) the individual and/or address to remit annual maintenance fee payments. Contact information includes fields for name, title, address, phone number, fax number, and e-mail.

This table gives the user the capability of editing or exporting the information contact information on file with the Metro Authority.

To Edit Municipality Contacts

- From the main screen, under "Municipality Contacts" section, select contact type to view and/or edit (click on box to left of desired row).
- Click on edit button.

(Example)

- The "Edit Municipality Contact" screen will appear.

(Example)

☐ 🖹 EDIT MUNICIPALITY CONTACT

Contact Type   [Correspondence ▾]

Prefix
Mr.

First Name
Andrew

Last Name
Taylor

Title
Manager

Street Address
111 N. Main Street

PO Box

City
Mayberry

Zip Code   480001

Email   ataylor@mayberry.org

Phone
616/555-1212

Fax
616/555-1213

[Save] [Cancel]

- Make necessary changes and save.

NOTE: If you make changes to your payment contact information, you may be contacted by the Metro Authority for further instructions in updating this information with the Michigan Department of Management & Budget, Office of Financial Information.

To Export Municipality Contacts

- From the main screen, under "Municipality Contacts" section, click on export button.
- When the "File Download" pop up screen appears, select "open" or "save".
- An Excel spreadsheet will open with current contact information.

Municipality History Table

The Municipality History table contains the annual maintenance fee payments the Metro Authority has issued to your municipality, along with a document reference number. It also includes an annual summary of the linear footages reported in your municipality's right-of-way.

This table allows the user to e-file their annual report (required by all municipalities with populations over 10,000), and to export data from the table into an Excel spreadsheet.

To E-File Your Annual Report

Municipalities with populations over 10,000 are required to submit an annual report on the use and disposition of funds received under PA 48 of 2002 by April 30 of each year.

- From the main screen, under "Municipality History" section, select the desired year listed by clicking on the box to left of the desired row.

(Example)

	Year	Payment	Document #	Footages
☐	2003	$6,926.31	W3025410	13,500
☐	2004	$29,932.40	W4026908	672,826
☐	2005	$33,006.75	W5352822	631,290
☐	2006	$30,417.73	W6238930	328,608
☐	2007	$30,289.05	W7238193	330,753
☑	2008	$30,670.53	W8233383	334,811

- A screen will appear ("Enter Annual Report Information").

- Enter required information and save.

The Metro Authority will receive an automatic e-mail notification when your annual report is filed.

To Export Municipality History

- From the main screen, under "Municipality History" section, click on export button.
- When the "File Download" pop up screen appears, select "open" or "save".
- An Excel spreadsheet will open with current and historic payment and linear footage information.

Municipality Footages Table

The Municipality Footages table lists the linear footages reported in your municipality's right-of-way by telecom provider for the current year. Telecom providers are required to "true up" their linear footages with the Metro Authority in February/March each year.

To Export Municipality Footages

- From the main screen, under "Municipality Footages" section, click on export button.
- When the "File Download" pop up screen appears, select "open" or "save".
- An Excel spreadsheet will open with current linear footage information.